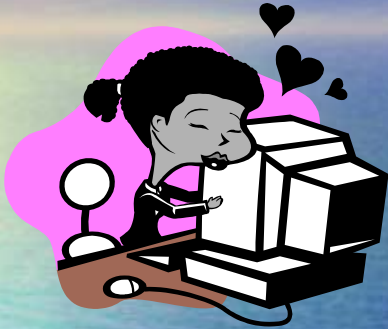


The Top Twelve Qualities An Employer Wants in an Employee



These qualities include:



❖ **Technical Skills**



❖ **Soft Skills**



WHAT ARE TECHNICAL SKILLS?

TECHNICAL SKILLS
ARE SKILLS
ACQUIRED
THROUGH
EDUCATIONAL
TRAINING



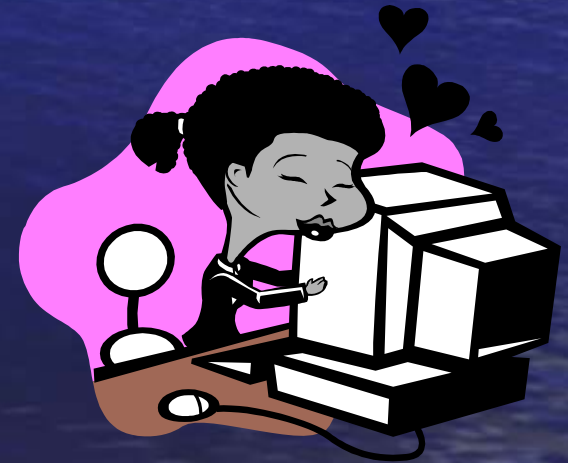
SOME EXAMPLES OF TECHNICAL SKILLS

- **Computer Skills**



- **Math Skills**

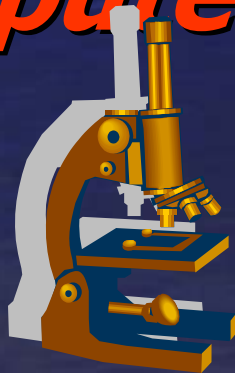
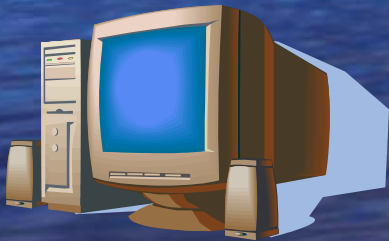
- **Writing Skills**



You are learning many technical skills during your High School education that will help prepare you for a future career. . .



***Math Science Writing
Computer Skills***





WHAT ARE SOFT SKILLS?

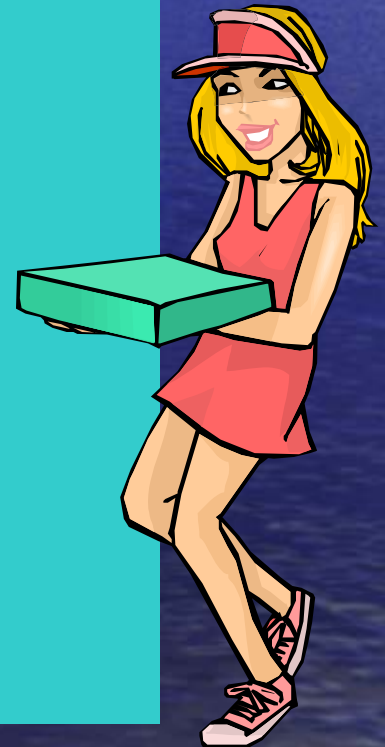
Soft Skills are **CHARACTER SKILLS** acquired through an individual's upbringing, family values, and society's expectations

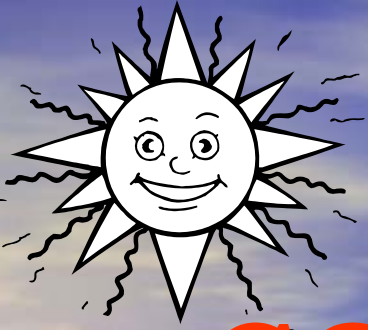




Some examples of **SOFT SKILLS:**

- People skills (interpersonal skills)
- Loyalty
- Dependability, Punctuality
- Honesty





**SOME EMPLOYERS
CONSIDER SOFT SKILLS
TO BE
AS IMPORTANT
AS TECHNICAL SKILLS.**

WHY?

**ACCORDING TO
NATIONAL SURVEYS...**

**What are the top
twelve
qualities
employers
want?**



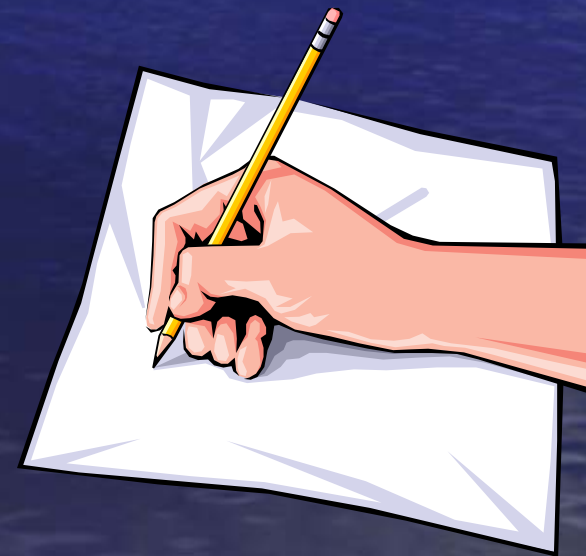
WHAT DO YOU THINK?

- Before we find out what the surveys say,
what skills do you think are important in
the work place?

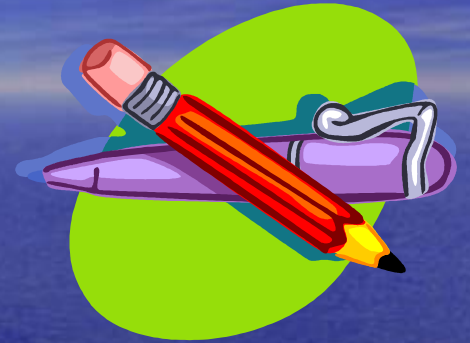


Individual work. . .

**Take a few minutes and
individually jot down on
the paper provided
what you think the
qualities are**



GROUP WORK



- Break into a group of four
- Choose a scribe
- Choose a group spokesperson
- Compile a group list of the top twelve qualities
- Write your list on the transparency provided and be prepared to present to the class

TOP 12 QUALITIES EMPLOYERS SEEK:



Number One:

Positive Attitude

- ❖ Cheerful
- ❖ Upbeat; a "Can-Do" Attitude
- ❖ Good sense of humor



It's a matter of attitude. . .
What do *you* read

OPPORTUNITYISNOWHERE



Something to think about:

“If you think you would be happier with your life if you were more successful----you have things backward.”

**Attitude: It Makes
All The Difference!**



Number Two: COMMUNICATION SKILLS

*WRITTEN
AND
VERBAL*



Perfect your writing and communication skills *NOW* in English classes!

- Write well-crafted sentences
- Learn paragraph organization
- Learn essay and report organization
- Build your vocabulary
- Perfect your spelling



Number Three:

COMPUTER SKILLS



Learn
Computer
Skills Now!



Number Four: **STRONG WORK** **ETHIC**



(HARD WORKER)
(QUICK WORKER)



Number Five: **HONESTY and** **INTEGRITY**



- **Do not use company supplies, products, or personal equipment**
- **Do not lie, cheat, or steal**
- **Give a day's work for a day's wages**
- **Don't spend too much time making personal phone calls**

Number Six: **PUNCTUALITY**

- *Arrive to work on time*
- *Return from breaks and lunch on time*



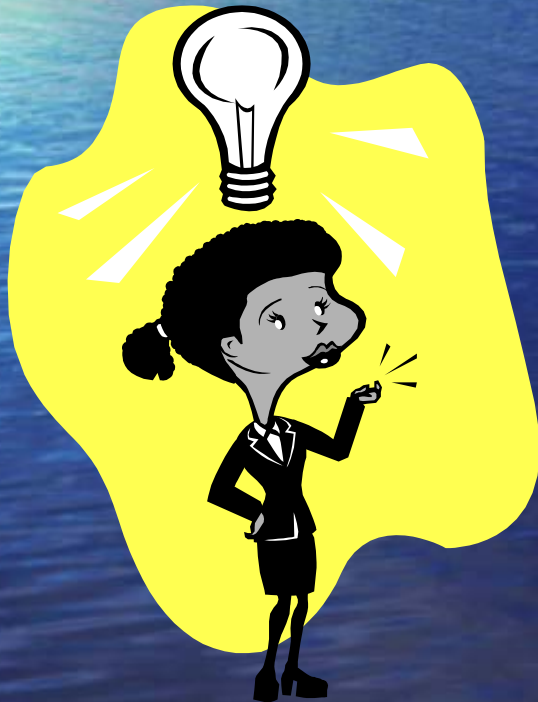
Number Seven: **FLEXIBILITY** **AND** **ADABILITY**

**Adapt to change
quickly and easily**



Number Eight:

Analytical and Problem Solving Skills



**Use Your
Brain!**

**Be
Creative!**



Number Nine: **INTERPERSONAL** **SKILLS**

**Be kind; Be friendly; Relate
well to others**



**Treat others
the way you
want to be
treated**



Number Ten:

TEAM WORK

SKILLS

**Be able to work
in teams to
accomplish
goals**



Number Eleven:

Initiative

and

Motivation

(Self-Starter)

(Opposite of Lazy!)

**Be A
Hard
Worker!**



Number Twelve:

LOYALTY



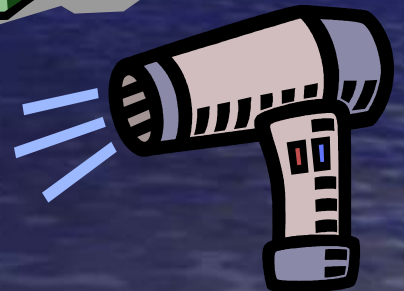
❖ *Speak well of the work place, boss, or job*

- *Don't discuss confidential matters outside of the work place.*

And don't forget. . .

Personal Appearance and Good Grooming

- Clothes Clean and Pressed
- Hair clean and combed
- Teeth brushed
- Shower, use deodorant



HOW DO YOU STACK UP ?

- Which of these twelve qualities are your strong points?
- Where do you need to improve?

